

# P.S.116

Leadership Through Multimedia & The Arts  
Magnet School

## Parent/Student Handbook

School Year 2023 - 2024



515 Knickerbocker Ave  
Brooklyn, NY 11237  
718.821.4623

<https://ps116k.echalksites.com/>



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# Introduction

## *A MESSAGE TO OUR PARENTS*

Dear Parents/Guardians:

Welcome to a new school year at P.S. 116 Leadership Through Multimedia and the Arts Magnet School. We address you with gratitude, humility and grace as we begin this school year. We are enthusiastically anticipating continuing progress. The faculty and staff are proud to partner with you in the education of your children.

Educational success for all students cannot be complete without an effective partnership with all parents. You are the most essential part of your children's education, and it is important that we build a solid relationship to best serve your children's educational needs. Therefore, we strongly encourage you to participate in our Parent-Teacher Conference Days, Parent Engagement Tuesdays, PTA (Parent Teacher Association) meetings, and other school activities.

You will find in the Parent/Student Handbook some very important information regarding some policies and procedures established for the safety of the children and the smooth operation of the school. Please read this information carefully and keep it for future reference. Should you have questions, feel free to contact school staff at (718) 821-4623.

Our hope is that the partnership you develop with your children's teachers and the school will reflect a positive feeling towards education and will be a pleasurable experience for everyone.

Sincerely,  
Catherina Garzón, Principal

Children Need Practice to Develop  
Critical thinking and problem-solving skills.  
The ability to function in a multicultural, diverse society.  
Comfort with technology.  
The ability to access information.  
Positive attitude toward education, school, health and physical fitness.  
Confidence to accept responsibility for their own decisions.  
Strong skills in all communication modes, science and math.  
The ability to work well with others in a group setting to accomplish a task.



# P.S. 116

## Leadership Through Multimedia & The Arts Magnet School

### Faculty and Staff Listing

Catherina Garzón	.....	Principal
Lisette Rossi Felipe	.....	Assistant Principal
Renuka Andrew	.....	Assistant Principal
Luz Amezquita	.....	Guidance Counselor
Ivelisse Garcia	.....	ESL Coordinator
Yoselin Acosta	.....	SPED Teacher
Brenda Lopez	.....	Parent Coordinator
Jessica Laureano	.....	Pupil Accounting Scty
Janely Oviedo	.....	School Secretary
Nora Malpica	.....	Family Worker
Lynette Dowridge	.....	School Nurse
Rebecca Tiesling	.....	3-K Teacher
Gigliola Morales	.....	Pre-K Teacher
Lilly Nunez	.....	Kindergarten Teacher
Maribel Martinez	.....	Kindergarten Teacher
Michelle Saltos	.....	Teacher 1 <sup>st</sup> Grade
Aida Rodriguez	.....	Teacher 1 <sup>st</sup> Grade
Karla Moncada	.....	Teacher 2 <sup>nd</sup> Grade
Joshua Levine	.....	Teacher 2 <sup>nd</sup> Grade
Danielle O'Connell	.....	Teacher 2 <sup>nd</sup> Grade
Veronica Pincay	.....	Teacher 2 <sup>nd</sup> /3 <sup>rd</sup> Grade
Carina Paulino	.....	Teacher 3 <sup>rd</sup> Grade
Marisol Camareno	.....	Teacher 3 <sup>rd</sup> Grade
Daniella Suarez	.....	Teacher 3 <sup>rd</sup> Grade
Marisol Camareno	.....	Teacher 3 <sup>rd</sup> Grade
Elizabeth Carrasco	.....	Teacher 4 <sup>th</sup> Grade
Katy Cuzzo	.....	Teacher 4 <sup>th</sup> Grade
Jackie Dominguez	.....	Teacher 4 <sup>th</sup> Grade
Cindi Totten	.....	Teacher 4 <sup>th</sup> /5 <sup>th</sup> Grade
Marilyn Davila	.....	Teacher 5 <sup>th</sup> Grade
Veronica Buitron	.....	Teacher 5 <sup>th</sup> Grade
Crystal Grullon	.....	Teacher 5 <sup>th</sup> Grade
Sarah Kim	.....	Teacher 5 <sup>th</sup> Grade

# Quick Facts

## School Colors

Gray Tops and Navy Blue Bottoms

## School Motto

The Leadership Through Multimedia  
& The Arts Way!

**Creative,**  
**Ambitious,**  
**Resilient,**  
**Empowered**  
**Stewards of the future.**

**LMA CARES!**



## SCHOOL PLEDGE

### **Kids at Hope Pledge**

I am a kid at hope.  
I am talented, smart, and  
capable of success.  
I have dreams for my future,  
And I will climb to reach  
those goals and dreams  
everyday.

## **Mission Statement**

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The mission of our school is to cultivate, nourish, and enhance our students' self-image as life-long learners and to provide them with challenging opportunities and experiences. In an effort to achieve academic success and excellence, we encourage creativity and provide our students with the ability to embrace and develop a strong sense of community awareness and civic responsibility.

## **Vision Statement**

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P.S. 116K Leadership Through Multimedia & The Arts Magnet School is committed to embrace and develop a strong sense of community, awareness, and civic responsibility. We nourish and empower our students by providing challenging opportunities and sparking creativity. Our students are inspired to innovate and solve environmental challenges beyond the 21<sup>st</sup> century to impact the future of their community as a whole.

## **Belief**

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committed to:

- Promoting high achievement and academic success through collaboration and shared decision making with stakeholders.
- Creating a nurturing, safe, and supportive atmosphere.
- Providing data driven instruction.
- Differentiating instruction to meet the needs of all students.
- Seeking and implementing innovative teaching techniques to promote academic excellence.
- Implementing research-based best practices that support critical thinking and problem solving.
- Utilizing current technology to enhance the quality of instruction.

We are



## General Procedural Information

Breakfast is served for students every day. The Menahan St. and Grove St. doors open at 7:45 am each day for arrival!

### Attendance Procedures

#### ABSENTEEISM POLICY

If your child is going to be absent, please notify the school at (718) 821-4623. In order for an absence to be considered excused, a written note must accompany the student the first day back in class. The note should include the date returning, child's name, date absent, and the reason for the absence. Any absence for which the school does not receive appropriate notification will be unexcused. Excessive or unexcused absences from school are detrimental to the educational process. Students having more than 10 absences per semester may, on the authority of the principal, be denied promotion. The procedures for unexcused absences are as follows:

**You may also see Chancellor's Regulation A-210:**

<https://www.schools.nyc.gov/docs/default-source/default-document-library/a-210-english>

ATTENDANCE REQUIREMENTS	P.S. 116 THE LEADERSHIP THROUGH MULTIMEDIA AND THE ARTS MAGNET SCHOOL
<b>Any unexcused absence</b> – Parent/guardian contacted to obtain explanation via telephone	<b>Same as code.</b> Make a reasonable effort to contact parent/guardian to verify knowledge whenever a student fails to report to school and maintain contact log information.
<b>5<sup>th</sup> unexcused absence</b> – Direct contact via telephone/ in person to obtain explanation of absence and explain consequence of non attendance.	<p><b>3<sup>rd</sup> unexcused absence</b> – <b>Teacher</b> continues attempts to make contact with parent/guardian to give notification of the number of unexcused absences and obtain written documentation.</p> <p><b>4<sup>th</sup> unexcused absence</b> – <b>Teacher</b> will send a letter to parent/guardian informing them of the student's attendance record, possible consequences, and the need for a response.</p> <p><b>5<sup>th</sup> unexcused absence</b> – <b>Teacher</b> will initiate attendance referral and forward to <b>Guidance Counselor</b>. <b>The Guidance Counselor</b> will schedule a conference with parent/guardian regarding unexcused absences and document on the back of the attendance referral.</p>
<b>6<sup>th</sup> unexcused absence</b> – Principal/designee will schedule a conference within 10 days to be held within 15 days.	<b>6<sup>th</sup> unexcused absence</b> – The Principal/designee will ensure follow-up on identified building level interventions.
<b>Excessive absences</b> – Before the 1st Parent Teacher Conference, the teacher will hand over student report card to the <b>Principal/Assistant Principal</b> .	<b>Excessive absences</b> – The <b>Principal/Assistant Principal</b> will hold student report cards and parent or guardian will be required to meet with Administration before speaking with the classroom teacher.

## LATENESS

Students arriving late (after 8:10 AM) to school must report to the main entrance with their parents/guardian to be counted in attendance before going to class. Parents of students who have 10 or more latenesses in a semester will be required to meet with the principal/designee to discuss the reasons for the tardies and to develop a plan for improvement. **If your child has a lateness pattern, you will receive a phone call from the school to find out if there is a reason why your child is consistently late. Lateness creates unnecessary problems such as loss of valuable instruction time. Please make every effort to get your child to school on time**

## **Behavior Expectations**

### FIVE EXPECTATIONS TO ENSURE SUCCESS

- #1: Students will be in school daily, on time, and prepared for work. Please get students here on time!
- # 2: Students will complete homework every night. Homework is assigned every day. Students are also expected to read every night for at least 30 minutes. Read with your child!
- # 3: Students will respect the dress code of the school, and will wear their uniforms. P.S. 116 Leadership Through Multimedia & The Arts ( LMA) Magnet School uniform is worn proudly by all. Your cooperation and support is needed. Please contact the Parent Coordinator, Brenda Lopez, at 718-821-4623 if you need information or assistance.
- # 4: Students will make the right choices at all times. Students are expected to be kind and respectful. Under no circumstances will any form of bullying be tolerated!
- # 5: Parents will be active and involved in our school community. The job of educating your children is done best with parent collaboration. Please participate in all PTA meetings and events. Please take time to come to visit with our Parent Coordinator, Brenda Lopez.

## **CONDUCT/ SCHOOL RULES**

Schools provide an environment conducive to learning and to the development of each student's full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the school grounds, while traveling to and from school, and at events where the school is represented.

Disruptive students who interfere with the educational process and/or do not comply with the regulations and procedures are subject to administrative action. Please be sure that you and your child become familiar with the NYC Department of Education Student Discipline Code (<https://www.schools.nyc.gov/school-life/know-your-rights/discipline-code>).

This handbook lists the student's rights and responsibilities, parents' rights and responsibilities, dress code, and the school board policy and discipline consequences. A copy of the Discipline Code is sent home the first day of school. Please review the policies outlined in the Discipline Code with your child/children, sign and return the form to P.S. 116 Leadership Through Multimedia and the Arts Magnet School.

## **DRESS CODE**

**At P.S. 116 Leadership Through Multimedia and the Arts Magnet School students shall not wear the following items:**

- Clothing pins, jewelry, accessories, or other items of adornment displaying obscene, profane, derogatory, violent or gang-related messages, themes, designs or pictures.
- Clothing, pins, jewelry, accessories or other items of adornment containing messages related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities.
- Clothing pins, jewelry, accessories or other items of adornment displaying bawdy, salacious or sexually suggestive messages.
- Clothing that is transparent or exposes the midriff, navel or cleavage.
- Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands.
- Underwear as outer garments or clothing that exposes underwear (including, but not limited to, stretch lycra, spandex or nylon tights, leotards, biker pants, biker shorts, bathing suits, pajamas).
- Tank tops, halter tops, garments with spaghetti straps, tube tops, fishnet tops, strapless dresses, or other clothing that is not appropriate because of slits, rips or holes in the garment.
- Accessories which could in some way pose a danger to the wearer or others; and/or could be used as weapons (including, but not limited to, two-or-three finger rings, chains hanging from clothes, picks, hair chop sticks).
- Revealing clothing that does not provide full coverage of private body parts.
- Inappropriate footwear (including, but not limited to, shower shoes and beach shoes, such as thongs, bedroom slippers, and unfastened shoes or shoes missing appropriate closures).
- Head coverings or accessories that are not related to or required by student's bona fide religious practices
- Items that are intended for outdoor use (including, but not limited to, hats, caps, and similar head coverings, scarves, jackets and coats).

## **ELECTRONIC DEVICES/CELL PHONES**

Students are allowed to bring cellular telephones onto school property. The device must remain off and out of sight **at all times** until the end of the instructional day at which time use is permitted. Any student found using a cellular telephone or any unapproved electronic device on school property during the instructional day shall have the device confiscated and a parent or guardian is responsible to pick it up.

## **General Information**

### **CHANGE OF ADDRESS/PHONE NUMBER**

It is critical in the educational process to be able to contact parents/guardians via phone and mail regarding student emergencies, behavior, progress, and other pertinent information. If your phone number or address changes during the year, please come to the main office and notify the Pupil Secretary – Ms. Laureano so that this information can be updated immediately. You must bring in proof of address.

### **EDUCATIONAL RECORDS REQUESTS**

Requests by parents/guardians for information regarding their children's educational records/HRA or Tax letters should be made to the Pupil Secretary – Ms. Laureano during the hours of 8:30 am – 11:00 am. If your child is transferring into this school from another NYC public school, record request are made via the school computer system by the secretary. It is important to be mindful that requests to the school may not be able to be fulfilled immediately.

### **FIELD TRIPS**

School sponsored field trips are designed to complement the curriculum and are related to the Standards of Learning taught.

- ❖ Parent/guardians will be notified of each field trip.
- ❖ Some field trips may require a nominal fee for student participation.
- ❖ Parent/guardians may be required to escort a child on a field trip due to his/her behavior.
- ❖ In rare cases a student may be denied going on a field trip; should this occur, the parent/guardian will be notified.

### **IN-CLASS LIBRARY SERVICES**

Students in grades K-2 are allowed two (2) books and students in grades 3-5 are allowed three (3) books. Students are responsible for handling the books with care and not losing the books. If books are lost, the parents will be notified.

### **LOST & FOUND**

Articles found in the building or on school grounds should be turned into the Parent Coordinator's office. Articles not claimed by the end of each month will be donated to charitable organizations. To assist in recovery of lost items, **please ensure items have your child's name written on them.**

### **RELEASING OF STUDENTS**

Students will only be released to the parent/guardian listed on school forms. Any other adult requesting to pick up a student MUST be an approved person on the BLUE CARD and must have a written request from the parent. In addition, the school follows all custody and court orders regarding placement of students. It is also against our policy to release children via telephone or to other siblings under the age of eighteen **(18) years of age** during school hours. The parent or designee must sign out students in the office, before leaving the school grounds. **Identification will be required. The parent must bring the identification card, a screenshot or photo will not be accepted.**

## SCHOOL HOURS

**School hours are from 8:00 AM to 2:20 PM.**

### **Arrival: 7:45 AM - 8:10 AM**

**PLEASE DO NOT DROP OFF YOUR CHILD TO SCHOOL BEFORE 7:45 AM.** There is no staff on duty to supervise students before this time. Students who would like breakfast are allowed into school at 7:45 AM. Students must be dropped off in their designated drop off area:

- 3K & Pre-K – Menahan Street School Yard **8:10 AM drop off**
- Kindergarten, 1<sup>st</sup> & 2<sup>nd</sup> Grades – Grove Street School Yard
- 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> Grades – Menahan Street School Yard

**Please do not drop off students in the street.**

### **Dismissal: Begins at 2:15 PM (2:10 pm for 3K & Pre-K)**

***Student Pick Up:*** Students who are bussed will be sent to the main office for pick up.

Please note the following: Except for emergency situations, parents should not regularly come to the office to pick up their children. The principal/designee will contact parents of students who are picked up early on a regular basis to discuss the reasons and to develop a preventative plan.

***Student Walkers: Only 4th & 5th grade students can walk home alone.*** All walkers are dismissed on the Menahan Street School Yard side at 2:20 pm. All walkers must have parental permission slip on file in order to be allowed to walk home.

**Please Note:** When a child is left at school after dismissal, we make every reasonable attempt to reach the parent/guardian. Should all efforts fail, the Police or Child Protective Services may be contacted for assistance.

## SCHOOL OFFICE HOURS

The school office is open Monday-Friday from 8:30 AM to 2:30 PM. If you need to contact the school before or after these hours, you may call (718) 821-4623 and leave a message. Someone will return your call, during our normal school hours.

## TEACHER SPONSORED ACTIVITIES

There are times during the year when teachers offer before and after school activities for students. Some

examples of these activities are; Theme nights, tutoring, and sport practice. Permission slips will be sent to the parent/guardian when these activities are offered.

### **BIRTHDAYS/CELEBRATIONS**

Birthday parties (3K and PreK ONLY) will be short celebrations with teachers and classmates. They will occur near the end of the school day, around 1:30 pm. Parents may send individual cupcakes. If parents choose, they may also send goodie bags for the classmates- (No hard candies, no small objects, no peanuts, no balloons).

Birthday parties are **not permitted** for Grades K-5. The Immediate supervisor may approve a celebration of a parent visit to the class for a favorite book reading, or arts and crafts activity at the end of the day (Must be approved by the Immediate Supervisor). Goodie bags and balloons are not permitted. \*Sensitivity is a consideration for students who do not have the luxury of having their parent/guardian come and celebrate his/her birthday in school. The classroom teacher will acknowledge individual birthdays. The student will wear his/her SPECIAL birthday sash.

### **OTHER WHOLE CLASS CELEBRATIONS**

Both Immediate supervisor and Principal may approve whole class celebrations based on a theme and connection to the curriculum. The decision is determinant on whether other academic responsibilities at the time do not take precedence; for example: testing, performance tasks and/projects.

### **TELEPHONE USE**

The office telephone is for business calls. Students may use the office telephone only in the case of an emergency and with written permission from the teacher. Also, parents should avoid calling the school requesting to speak with students.

### **VALUABLES**

Please do not allow your child to bring large amounts of money and/or other valuable items to school. The school is not responsible for lost or stolen items.

### **VISITORS**

For the safety and protection of the students and staff, everyone entering the building must report to the School Safety Agent in the main entrance to sign in, must provide a picture identification card (not a screenshot), then go to the main office to receive a color-coded floor pass. This pass is to be displayed while in the school. This includes parents, volunteers, and other district employees. At the end of the visit, visitors are to return to the office and return the pass. All visitors are requested to enter and exit through the front of the building. The Main Office is open to receive parents starting at 8:30 am. Packages/supplies may not be dropped off at the security desk, they must be delivered to the main office.

## **Health**

## **ADMINISTERING MEDICATION ON FIELD TRIPS**

If your child uses a multi-dose inhaler at school, the one you provided to the school nurse will be sent on the field trip. The only medications that can be given on field trips are the ones for which a permission form, signed by the doctor and parent, is on file with the school nurse.

**Epinephrine Pen (Epi-Pen)** – If your child has a severe allergy that requires use of the epi-pen while on a field trip, they will have to go to the hospital emergency room for follow-up care. The student's emergency form will cover ambulance transportation; however, an adult, who is related to the student, will have to provide authorization for the emergency room to treat your child. For this reason, it is requested that you or another responsible adult family member accompany the student on the field trip. If this is not possible, a school employee who is trained in anaphylaxis and epi-pen administration will be assigned to accompany the student on the field trip.

**Insulin Dependent Diabetes-** If your child has insulin dependent diabetes, it is requested that you or another adult family member accompany the student on any field trip when blood sugar testing or insulin administration may be needed. If this is not possible, a school employee who is trained in insulin /glucagon administration will be assigned to accompany the student on the field trip.

### **HEALTH SERVICES**

The school clinic is operated by a school nurse. Parents are called if their child has a fever or appears to be suffering from an illness or injury. For minor abrasions and incidents, the nurse will inform the parent via a "Nurse Note". **To ensure prompt notification it is critical that all emergency forms are current.**

### **LIMITED PHYSICAL ACTIVITIES**

If a health condition prevents a student from participating in physical activities over an extended period of time, a note from the doctor indicating the limitation is required. For a student to be excused from physical education for a short period (up to three days) due to a temporary illness or physical condition, a written request from the parent is sufficient.

### **MEDICATION POLICY**

Medication must be kept in the clinic and administered by the school nurse or the person designated by the principal to give medication in the nurse's absence. Over the counter medications are not permitted. Guidelines for administering prescription medication within school are as follows:

1. The student's doctor/dentist and parent/guardian must complete and sign a Request for Medication Administration form.
2. The completed form and the prescription, which must be in the original container with the pharmacy label intact, should be given to the school nurse or principal's medical designee by the parent/guardian of the student.
3. Medications must be brought to school by the parent/guardian and not the student

### **SCHOOL LUNCHES/RECESS**

Hot lunches, including milk, are available each school day. The daily lunch menu is posted on the DOE website: <https://www.schools.nyc.gov/school-life/food/menus/school-lunch-meals>.

All students are expected to participate in daily outdoor recess. Daily exercise enhances the child's physical and social emotional development. Please dress them according to the weather.

### **COURTEOUS BEHAVIOR**

Please discuss with your child the following behaviors expected when they are in the cafeteria:

- Use your manners and be kind.
- Follow all directions from staff.
- Keep your voice low, while talking with the students at your table.

### **WELLNESS POLICY**

**P.S. 116 Leadership Through Multimedia & The Arts Magnet School is a Health and Wellness School.** Students are not permitted to bring snacks to the lunchroom such as: potato chips, soda, candy, gum, or anything in a glass container. If there is a specific dietary need, a letter must be sent to the teacher for approval. This note certifies that the parent is responsible for daily lunches.

**\*No food is permitted to be dropped off during the school day.**

## **Parental Involvement**

### **Parent Coordinator, Ms. Brenda Lopez**

Ms. Brenda Lopez, will always work at resolving family needs. If you are in need of educational or child and family services, please do not hesitate to contact Ms. Lopez

The Role of our Parent Coordinator:

- To engage parents in their child's education.
- To provide parents with the adequate resources necessary to help their child at home.
- To inform parents of the new promotional criteria.
- To help parents with issues affecting their child's education.
- To provide parents with educational workshops that will empower them personally.
- To encourage parental involvement in the school
- To help parents as a bridge between parents and teachers to establish communication.

Parents will have the opportunity to provide suggestions and / or address topics of concern. You will be informed of upcoming meetings. Parents are always welcome to stop by the parent coordinator's office. There is a monthly calendar that parents will receive from their child's teacher.

Ms. Lopez hours are Monday through Friday, 8:30 AM – 3:30 PM. She can be reached at: 718-821-4623.

### **The Parent Teacher Association President, Christina Torres**

The Parent Teacher Association provides support and resources to the school for the benefit and educational growth of the children.

Their goal is:

- To develop a cooperative working relationship between the parents and staff of our school.



- To develop parent leadership and build capacity for greater involvement.
- To foster and encourage parent participation on all levels.
- To provide opportunities and training for parents to participate in school governance and decision-making.

You are invited to attend our PTA meetings each month. Meetings will be announced on the monthly calendar that your child will bring home. Please join us!

## **FUNDRAISING**

During the school year there will be opportunities for parents/guardians to support the school through fundraising activities. For the safety of students, fundraising activities which involve door-to-door solicitations by students are prohibited.

## **Meeting With Your Child’s Teacher**

At P.S.116K The Leadership Through Multimedia & The Arts Magnet School, parents are welcome to meet with their child’s teacher. Every week we have “Parents Engagement Tuesdays” from 2:20 – 3:00 pm. Parents can arrange a meeting with the teacher on a Tuesday by coming into the main office and speaking with one of the secretaries or the Parent Coordinator. Parents can also meet with the teacher during his or her preparation period. These meetings would have to be arranged with the teacher.

While we encourage open communication between families and the teachers, we cannot pull teachers out of their classroom during instruction, therefore appointments must be made when teachers are available. The parent coordinator can be reached at the school at 718-821-4623.

## **Homework**

The purpose of homework is to extend and review the material that has been taught in class. It helps children to learn responsibility and to think independently.

The students should have several notebooks devoted to classwork and homework assignments. The teacher will check these assignments daily.

The parents’ responsibilities are:

- (1) To review your child’s homework every night
- (2) To contact the child’s teacher if there are any questions
- (3) To read with your child every day according to his/her level.

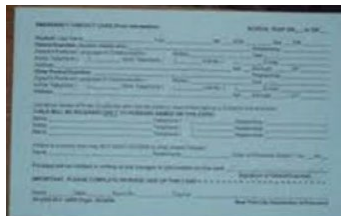
If you have any questions regarding your child’s homework, please send a note to the teacher or the parent coordinator to set up an appointment for you to meet with your child’s teacher.

## **School Notices**

Notices are given to your child frequently-please watch for them. Some notices require information and your signature. Notices are sent via Class Dojo, Google Classroom, and the Website. Hardcopies are backpacked. Please read and return them promptly!

Examples of school notices:

- Emergency Blue Card
- School supply list
- Trip slips/ Permission slips
- Meet the Teacher night
- Holiday/ School closing
- Parent-Teacher conferences
- Assemblies or Special Programs
- Parent Meetings
- New York State testing dates
- After school and Saturday programs
- Student of the Month Assembly



## **Safety**

### **EMERGENCY DRILLS**

Several times during the school year, the students will practice fire, and lockdown drills. Fire drills will be conducted on a monthly basis from September through June. These drills prepare students in the event of an emergency. In the event of a school crisis, P.S.116 Leadership Through Multimedia & The Arts Magnet School's Crisis Team will implement the Crisis Plan according to DOE Public Schools policy.

### **SCHOOL CLOSINGS**

In the event that there is a school closure, you will be notified via the school website, local morning news, radio stations, school email, or phone blast. It is expected for the student to attend class virtually on Google Classroom.

## **Instructional Information**

### **Grading Scale**

<b>4</b>	90-100
<b>3</b>	80-89
<b>2</b>	70-79
<b>1</b>	64-69

**4** Excels in standards

**3** Proficient

**2** Below standards

**1** Well below standards

### **HOMEWORK**

Homework is a crucial part of the total learning process. Grade level practices are communicated to the students and parents during the first week of school. Homework serves to provide essential practice in needed skills; enrich and extend the school experience; and promote growth and responsibility.

### **PARENT TEACHER CONFERENCES**

We are aware that a line of communication must be maintained between the classroom teacher and the parents to create a successful student. However, we are unable to permit conferences and “peek-ins” during daily instructional time. The teacher belongs to the students from 8:00 AM – 2:20 PM. However, the teacher will be happy to meet with you before school, after school, or during his/her planning period. Please arrange a mutually convenient time by emailing or sending a note to your child’s teacher. Appointments are not needed during Tuesday’s parent engagement time, 2:20 PM – 3:00 PM or by calling the school at (718) 821-4623 to arrange an appointment. Parents should be prompt for their appointments.

Citywide conferences will be held for students in all grades three times a year. Appointments are to be coordinated with the teacher.

Fall Conference: Nov 17, 2022  
Winter Conference: Mar 9, 2023  
Spring Conference May 4, 2023

### **PROTECTION OF INSTRUCTIONAL TIME**

Between the hours of 8:00 AM and 2:20 PM classes may not be interrupted, except with permission from the office. This uninterrupted instructional time during the school day is essential to your child's academic success. Students coming to school tardy and students leaving before the end of the day miss valuable instructional time. This loss of time greatly impacts your child's achievement. It is an expectation, and a requirement, that we protect instructional time from unnecessary interruptions and other distractions.

Students will not be allowed to be picked up after 2:00 PM. If there is an appointment, please provide the school advance notice either through a note to the teacher, phone call to school or morning contact with Parent Coordinator, Ms. Brenda Lopez.

### **RECOMMENDATION FOR NEXT GRADE LEVEL**

Students in grades K-5 are expected to pass reading, language arts, mathematics, science, and social studies at their present grade level. However, in order for some students to be successful in the next grade, summer school may be recommended for remediation.

## **CALENDARS & SCHEDULES**

### **NYC DOE School Calendar** [School Year 2022-2023](#)

See Attachment:

1A [English](#)

1B [Spanish](#)

1C [Chinese](#)

## Bell Schedule



### P.S. 116K

515 Knickerbocker Avenue  
Brooklyn, NY 11237

Catherina Garzon, Principal

Lisette Rossi Felipe, Assistant Principal  
Renuka Andrew, Assistant Principal

#### Bell Schedule 2022-2023

**School Hours 8:00 am to 2:20 pm**

Start Time	End Time	Period	Comments
7:45	8:00		Breakfast / Arrival (8:10 3K & PreK Entry)
8:00	8:50	1	
8:55	9:45	2	
9:50	10:40	3	
10:45	11:35	4	Lunch 2 & 4, 203
11:40	12:30	5	Lunch K & 3
12:35	1:25	6	Lunch 1 & 5
1:30	2:20	7	
2:20	2:30		Dismissal

<u>Half Day Bell Schedule</u>		
1st Lunch: 2&4	10:10-10:30	Staff Lunch 11:10 am-12:00 pm
2nd Lunch: K&3	10:30-10:50	K-5 Dismissal at 11:10 am
3rd Lunch: 1&5	10:50-11:10	3K & PreK Lunch-10:45 / Dismissal at 11:10

Updated Bell Schedule 01/03/23

### Monthly Award Presentations/ Assemblies

P.S.116 LMA has monthly award assemblies. Awards are provided to the Student of The Month, Perfect Attendance, and the Leadership Award which is awarded to the Kid at Hope student for the month. Students are expected to come to school with assembly attire which consists of white top, navy bottoms, and red tie.

## P.S. 116

# The Leadership Through Multimedia & The Arts Magnet School

Please return SIGNED Page to Your Child's Teacher

Parental Acknowledgement of Receipt

I hereby acknowledge that I have accessed the Student/Parent Handbook for P.S. 116 Leadership Through Multimedia & The Arts Magnet School and that I have had an opportunity to read and study its contents.

Signature: \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

Student name: \_\_\_\_\_

Grade: \_\_\_\_\_

Class: \_\_\_\_\_